

DEPOT RENTAL RATES

DAILY:

Rental - \$500.00

Deposit - \$500.00

2-5 HOURS:

Rental - \$250.00

Deposit - \$100.00

240 Mahogany Chairs
30 Round White Tables

If there is no damage, Depot is left clean, and the key is returned, deposit will be returned.

Opp Depot Rules

**PLEASE READ CAREFULLY
THESE RULES APPLY TO DEPOT USE DURING ANY EVENT**

- 1. THE CITY OF OPP WILL HAVE A REPRESENTATIVE ASSIGNED TO EACH EVENT. THE REPRESENTATIVE HAS THE AUTHORITY TO ENFORCE ALL DEPOT USE RULES. In the event DEPOT USE RULES are disregarded, or other conduct is deemed harmful to the DEPOT, the City's representative may immediately terminate this agreement and the USER and guest must promptly vacate the DEPOT and its premises.**
- 2. Unless otherwise agreed to and required additional fees are paid in advance, events will not start before 10:00am or last beyond 11:00pm**
- 3. DECORATIONS FOR AN EVENT MAY NOT BE STAPLED, TACKED, TAPED, WIRED, OR OTHERWISE ATTACHED TO ANY INTERIOR WALLS, CEILING, LIGHTING FIXTURES, FURNITURE, FURNISHING, BANISTER OR RAIL. No wax candles. Ribbon, string, or pipe cleaners may be used to attach floral decoration(s) to banisters or rails.**
- 4. ALL TABLES USED FOR AN EVENT MUST BE COVERED WITH TABLECLOTHS. ICE CONTAINERS OR HOT CONTAINERS SHOULD NEVER BE PLACED DIRECTLY ON THE TABLES, FURNITURE, OR FLOORS. INSULATING PADS AND TRIVETS NEED TO BE PLACED UNDER HOT OR COLD CONTAINERS.**
- 5. FURNITURE AND FURNISHING, INCLUDING CHAIRS, PICTURES, AND OTHER ITEMS, ARE NOT TO BE MOVED OR REARRANGED EXCEPT BY CITY PERSONNEL. USER may bring items to the DEPOT to be placed in locations by city personnel with prior approval by the city.**
- 6. The furniture and furnishings are valuable. These items can be easily damaged and quite costly to repair or replace. The USER agrees to pay for the entire cost of repairing or replacing any damage or breakage to furniture or furnishings which results from moving or rearranging such items by anyone other than CITY personal, and USER acknowledges that repair or replacement costs may exceed the Damage Deposit.**
- 7. Additional furnishings may be brought into the DEPOT ONLY WITH PRIOR APPROVAL FROM CITY OFFICIALS. Please advise the City's representative of any large or heavy items. DO NOT STACK TABLES OR CHAIRS OR PLACE ANY**

ITEMS ON DOORS OR RAILS OR AGAINST WALLS, DOOR CASINGS, OR FURNITURE.

- 8. THE USE OF TOBACCO IS PROHIBITED INSIDE THE DEPOT.**
- 9. Security personnel will be required if the CITY deems security personnel are appropriate or needed. The officer(s) will be retained for the length of time guests are expected to be at the event plus one hour. The USER will pay for the cost of event security.**
- 10. NO food in the front reception area.**
- 11. Only birdseed, soap bubbles, rose petals, lavender, or butterflies may be used at wedding receptions, but they must not be distributed or used inside the MAIN HOUSE. The use of rice, fireworks, sparklers, silly string, confetti (paper or plastic), "snow", "wedding rice" or other similar items is prohibited.**
- 12. Animals are not permitted in the building or on the grounds other than service animals accompanying persons with disabilities.**
- 13. Deliveries must be made during normal business hours (9:00am to 5:00pm) or during a reserved time.**
- 14. The USER is solely and fully responsible for actions of and for any damage or breakage caused by the caterer, photographer, florist, musicians, and any other persons, including guests, who come on the premises. The CITY is not responsible for personal injuries to the USER, the USER'S guests, caterer's personnel, or others which may occur in conjunction with the use of the DEPOT. The CITY OF OPP is NOT responsible for any loss or damage to personal property which the USER, USER's guests, caterer, or others bring into the DEPOT, or onto the DEPOT grounds.**
- 15. Any event at which the USER anticipates attendance of more than one hundred (100) guests requires the use of a licensed and insured caterer approved by the County Health Department to prepare the food. If the USER elects to furnish food personally or to have family or friends furnish food for an event, the USER assumes all of the responsibilities of the caterer. Failure by the caterer or USER to complete the specified responsibilities can result in forfeiture of the damage deposit.**
- 16. AT THE CONCLUSION OF THE EVENT, THE USER WILL BE RESPONSIBLE FOR RESTORING THE DEPOT TO ITS PRE-EVENT CONDITION. A DAMAGE DEPOSIT is collected as part of the PERMISSIVE USE AGREEMENT to ensure the**

vendors hired by the USER, guests invited by the USER, and the USER leave the premises in good condition after the event. If ANY repair or replacement cost for furnishings exceed the deposit, the USER will be expected to pay the additional cost. If the premises are not left in good condition and require extra cleaning or need repairs or items need to be replaced because of damage or breakage arising from or occurring during the event, the USER will be held responsible for the costs of such cleaning, repair, or replacement costs. The USER agrees to pay any extra cleaning, repair, or replacement costs within five (5) days after a written request for payment has been made by the CITY OF OPP.

17. REUTIEN OF THE DAMAGE DEPOSIT TO THE USER IS DEPENDENT UPON THESE CONDITIONS: (A) The user and event caterer leave the building in pre-event condition. See rule #13 above. (B) No furniture, furnishings, or other DEPOT property is broken, damaged, lost, or stolen.
18. The USER agrees to indemnify and hold harmless the CITY OF OPP and its mayor and council members, officers, employees, and representatives from any and all claims made by or on behalf of any person, firm, corporation, or governmental entity, arising from, or in conjunction with the use, possession, conduct, or entrance upon the DEPOT premises or from any activities or events done in or about the same, including, without limitations, from any and all claims for injury or death to persons or damage to property, and from any and all costs, counsel fees, expense, and liabilities incurred in connection with any such claim and any action or proceeding brought thereon.
19. When serving alcohol, the USER agrees to comply with all local and state laws applicable to the serving of alcoholic beverages and shall be responsible for obtaining all necessary permits and licenses and for checking and confirming the legal age of any guest who consumes any kind of alcohol.
20. When the USER rents the DEPOT for the benefit of an institution or organization or in the name of any institution or organization, the CITY OF OPP requires full compliance with the policies of the institution or organization represented regarding social behavior and use of alcohol in addition to compliance with all DEPOT USE RULES.
21. If it is necessary for the CITY OF OPP to employ the services of an attorney to enforce any of the terms and conditions of this Agreement, whether or not a lawsuit is filed, the USER agrees to pay all costs associated with enforcing this Agreement, including reasonable attorney's fees.

22. All trash and garbage generated by USER must be placed in double lined trash bags and placed in receptables in designated collection areas.

23. Excessively loud music or noise, as determined by the City's representative, will not be allowed at the DEPOT.

I have read and understand these rules. _____
Signature

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary

**THE CITY OF OPP WELCOMES THE OPPORTUNITY TO MAKE
YOUR EVENT A SPECIAL OCCASION.**

Clean Up Checklist for The Opp Depot

1. All lights (including the back porch lights) are tuned off. _____
2. All doors are locked and secured. If any doors were unlocked using the allen wrench, these doors are re-locked. _____
3. All utilized tabled and chairs are thoroughly wiped down and cleaned. _____
4. All kitchen counters (if used) are thoroughly wiped down and cleaned. _____
5. The refrigerator (if used) and refrigerator door are thoroughly wiped down and cleaned. All of your food items are removed from the refrigerator. _____
6. The stove/oven (if used) are thoroughly wiped down and cleaned. _____
7. The kitchen sinks (if used) are thoroughly wiped down and cleaned. _____
8. All floors are thoroughly swept. All spills/spoiled spots on floor are properly cleaned and/or mopped. _____
9. All table dollies and chair dollies (if moved from the storage building located on the north side of the building) are returned to the storage building. _____
10. The board table located in the middle room (if used) is wiped down and cleaned. If the board chairs were moved, they are placed back as they were found. _____
11. The carpeted area located in the front room (if used) is vacuumed. No food or drink is allowed in this area. _____
12. The air conditioners/heaters in the banquet room and front room (if adjusted) are turned back to 79 for A/C and 69 for heat. _____
13. All bathrooms are inspected and have no toilet paper or other items left on the floor. The sinks are clean and not "holding water". _____
14. All garbage is taken out (including in bathrooms) and placed in the receptacles located in the parking area. New bags are placed in any garbage cans that are used. One garbage can should be left in the kitchen (with a clean bag) and one garbage can should be left in the banquet hall (with a clean bag). _____
15. All utilized chairs are placed nicely around utilized tables. The tables and chairs you utilized do not have to be picked up and placed back on the dollies which are located in the storage building located on the north side of the building. _____
16. All additional chairs that are not placed around tables (if used) are placed on the chair dollies and returned to the storage building located on the north side of the building. No chairs or extra tables should be left around or leaned on the walls or randomly placed in the banquet hall. _____
17. The mop (if used) is placed outside on the hand rail by the kitchen. _____
18. If any items located in the front two rooms of the depot (such as promotional brochures, etc.) are moved for the purpose of eye-appeal, these items are returned to their original locations. _____
19. **NO SMOKING** is allowed inside The Opp Depot. All cigarette butts must be placed inside the black receptacle located outside. (No cigarette butts may be disposed of on the depot grounds.) _____

Please check off each item to indicate you have completed these tasks. Please sign and date this document and leave it on the kitchen counter. If these required tasks are not properly completed, some or all of your deposit can be withheld. If you fail to complete this checklist (signed and date) and leave it on the kitchen counter, your deposit will not be returned to you.

Signature

Date